**St. Peter Parish Council Meeting Minutes Notes**

**Date: Tuesday, 05.02.23**

**Time: 6:30 pm Location: PMC Room 8**

**Council Members Present:** President, J.J. Kaelin, VP Ed Paulovich, Bruce Bishop, Heather Inglis, Terry Nickel, Laura Resnik, Paul Zmuda, Father Gregory Golyzniak, Father Rajeev

Absent: Molly Ketchell and John Gormley Scribe: J.J. Kaelin

**Guests:** Finance Council representative-President Tom Bailey

The meeting was called to order at 6:33 p.m.

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| Agenda Topic | Lead/Discussions/Outcomes | Action Items |
| **Opening Prayer**  **Welcome and Announcements** | Father Gregory  J.J. Kaelin |  |
| **Agenda and Minutes**  **Adoption of Agenda**  **Adoption of the PC**  **February 2023 Meeting Minutes** | J.J. Kaelin  Adopted as presented  Paul moved to adopt 1st  Ed seconded the motion 2nd  **Adopted** |  |
| **Topic:**  **FC/PC Joint Budget Meeting**  **Parish Council Focus:** | **FC President Tom Bailey**   * + Next steps for the 2023-24 Parish/School Budget   -Accounting procedures and processes are being reviewed for greater efficiency. Recommendations will be made.  -Summer project for the FC to have processes in place by September 2023  -The budget should be wrapped up by the end of May 2023  -Five year budget planning development—future endowment for future projects  Father Gregory  -We now have a better interest rate on our  bank account.  -Regularly scheduled reconciliation of our  accounts  -Streamline the finance department to  execute the processes effectively  -Susanna Finger, parishioner, has been  hired to assume several financial  responsibilities. She will work with Amy  Saber.  -Special processes will be implemented to  ensure designated monies are captured in  proper accounts/line items.    **Oversight processes currently being**  **implemented include:**  -Purchase request forms will be required  before an item(s) are purchased. Father  will review and approve/disapprove all  requests.  -Check request forms are being  reintroduced and required by staff and  approve/disapprove all requests  Volunteers/staff. Father will review and  approve/disapprove all requests.  Question: Do we make one facilities account for improvements and other facility projects?    Father Gregory  **Eucharistic Revival future plans an ideas**—  We have many opportunities in place now.  What more can we do?  -Ideas include- Develop an item to carry with us as a reminder that when we receive the Body of Christ, we are a tabernacle.  -Faith Formation curriculum emphasis?  **20th and 40th Anniversary of our school and parish**  20th Anniversary/School-September 16- One day event for the school (Carnival during the day) and an evening event  Idea-Evening celebration dinner-Sell tickets. Cash bar operated by us. Entertainment.  Idea-Tailgate in the parking lot. Attendees bring their own food and drinks. Followed by a concert or entertainment.  40th Anniversary/Parish- Celebrate in conjunction with annual parish picnic.  **Parish to staff communication process—Directing questions to the proper staff department**  There will be a 8 ½ x 11 insert in the bulletin twice a year listing the staff directory and their roles and responsibilities. Staff will be trained to streamline those requests to the proper staff personnel to avoid requests/questions/information falling through the cracks. An organizational process will be followed.  \*Father wants to reach out to all parishioners who are ill, those in need, new baby, anniversaries or are celebrating a milestone, etc., but he often doesn’t get the news/information. **Father wants and needs to be informed.**  \***Sister Quynh** has been promoted to work with the Diocesan youth program. Congratulations to Sister Quyen. **Sister Jacqueline Sardina** will join our parish on August 6, 2023 will assume Confirmation and Religion teacher responsibilities.  **Sound system**  Still waiting to find the right person to operate the church sound system. Many thanks to volunteer parishioner, Bill Uhl, for operating the sound system since the first of the year.  **New Parishioner Outreach**-Ed Paulovich  This program will launch at the new parishioner welcome dinner. The form will be revised to include their signature to agree to be contacted. It will remain a PC initiative.  **Finding Joy-**Bruce Bishop  Encouraging parishioners and school parents to participate with their stories  **Considering replacing the glass doors in the Church-**Father  -$30k to replace all the glass doors.  -Cards to replace keys  -Man trap at the north door option | \*Christopher, FC member, will help establish a procedures/  processes manual  \*Will discuss further at our June 3rd meeting.  \*PC to bring ideas to the June 3rd PC meeting.  \*Father will develop a list, with Debby Dover and Lisa Hawthorne, of all we are currently doing to focus on Eucharistic Revival.  \*PC to bring ideas for the 20th Anniversary School celebration to our June 6th meeting  \*Will consider at the June 6th meeting |
| **Q & A** | Father Gregory and All |  |
| **Closing Prayer** | Father Gregory |  |
| **Next Meeting** | **Tuesday, June 13, 2023, 6:30 p.m. PMC #8.** |  |